Date

**Dear Employee Name,**

This letter confirms our discussion today during which you were advised that your recent performance is of concern, specifically…..(briefly describe the specific elements of performance that are unsatisfactory). You were also advised that immediate corrective actions need to be taken to improve the areas outlined in the attached Performance Improvement Plan.

We rely upon each team member to perform their jobs to the best of their ability, and at a satisfactory level, in order to keep our working environment positive, productive and aligned to PRIDE. As a member of our team, when you fail to meet these expectations it has a negative effect on the company and on your co-workers, which is not acceptable.

Effective immediately, you are being placed on a 30-day Performance Improvement Plan to assist you in meeting expected performance standards. To support you through this process, you will meet with your manager on a regular basis over the next several weeks to monitor and discuss your progress against the performance goals that are identified in the Performance Improvement Plan.

While it is our hope, and expectation, that you will respond positively to the Performance Improvement Plan process and improve your performance level, it is important for you to understand that failure to meet performance standards on a sustained basis will result in disciplinary action, up to and including suspension without pay or termination of employment.

Should you require assistance, or have any concerns going forward, please do not hesitate to discuss them with me. We continue to believe that you can be a valuable part of our team in the future and look forward to seeing positive actions and results from our discussion. This Performance Improvement Plan does not alter the employment-at-will relationship in any way.

Sincerely,

Signature

Manager’s Name

cc. Employee File

***I understand the contents of this letter, the expectations of me from the company, and that I will be subject to further disciplinary action should I fail to improve as outlined in the Performance Improvement Plan.***

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Team Member Signature Date